YORK CATHOLIC DISTRICT SCHOOL BOARD
School Locator – User Guide

Overview

The YCDSB School Locator is designed to assist in determining a student's home elementary and home secondary school, based on available address information (street number, street name and municipality).

How to access School Locator
1. From the Board's home page, click on 'Schools' and then School Locator

OR

2. Type http://locator.ycdsb.ca into a web browser

School Year Option

The school year has been defaulted to the current (2013-2014) school year. To change the school year, click on the corresponding button above the *Street Number* entry box.

Address Look-Up Instructions

Method 1 - Full Address
1. Enter *Street Number* in the box provided
2. Start entering *Street Name* in the box provided. After 3 letters are entered, School Locator will identify the streets that begin with the letters you have typed
3. Select your street name with its corresponding municipality from the options displayed
4. Click 'Locate'

OR

Method 2 - Street Name Only
1. Leave *Street Number* box empty
2. Proceed with Steps 2-4 above
5. School Locator will highlight and zoom to the street. If the street is completely within a school boundary, the home schools will be identified
6. If a street crosses between 2 or more school boundaries, you will receive a message indicating that the correct home school cannot be identified

Results
- School Locator will display the following default results on the map:

 House location (based on address entered above)

 Home Elementary School location

 Home Elementary School attendance boundary

 Home Secondary School location

 Home French Immersion School location

- The home secondary school attendance boundary ⬚ and home French immersion school attendance boundary ⬚ can be viewed by clicking on the corresponding check box in the legend at the bottom of the screen.

- Address information for your home elementary, and home secondary schools will be identified on the right hand side of the screen.

- Additional information can be viewed by clicking on a school flag. A new window will open showing general information about the school as well as links to additional information such as transportation and child care.

Map Controls

<u>Legend</u>
- Located at the bottom of the screen

- Allows the user to turn on and off different layers of information

<u>Navigation Tools</u>
- The scroll bar is located on the top left hand side. This allows the user to zoom in and out.

- To pan around the map, simply left click the mouse and move the cursor.

- Clicking on a school flag will give you additional details for that school and additional links for further information.

<u>Other Tips</u>
- School Locator recognizes the 9 municipalities in York Region. (i.e., Maple is within Vaughan, Unionville is within Markham, Oak Ridges is within Richmond Hill).

- Performance and speed of School Locator will vary depending on the capabilities of your computer, internet connection and web browser. Initial experience is that School Locator performs optimally using Internet Explorer Version 9, Mozilla Firefox or Google Chrome.

- Use <Ctrl> - <Plus/Minus> to adjust resolution of your screen.

- If you are having trouble in determining a home school, or would like assistance, please contact the Board's Planning Department at 905.713.1211 ext. 12371, or email locator@ycdsb.ca